



## MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

|  |                             |                           |
|--|-----------------------------|---------------------------|
| <b>Position Title:</b>                 | <b>Night Security Guard</b> |                           |
| <b>Department:</b>                     | <b>Center Maintenance</b>   |                           |
| <b>Employment Status:</b>              | <b>Non-Exempt</b>           | <b>Grade: NE5</b>         |
| <b>Opening date: November 21, 2022</b> |                             | <b>opening until fill</b> |

### **Job Summary**

Responsible for the security, monitoring, and protection of tribal property and its surroundings, staff, visitors, and all other vendors within the premises of the administration against criminal activity, damage, and theft of property or on others in the evenings. The incumbent will be stationed at a designated area, and must patrol on foot and in vehicle in those, certain parameters of the area designated. Incumbent will value, respect, and remain honest, in all situations and to all individuals.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### **Duties and Responsibilities**

- Conducts security patrols of facilities, buildings, grounds, trailers and assigned areas to prevent theft, vandalism, burglaries, and other illegal criminal activity.
- Mann's the parameters assigned.
- Maintains logs of the evening's activities and or incidents.
- Notifies local police for the presence of unauthorized persons.
- Prepares and submits reports as required by the department head/supervisor including patrol logs.
- Conducts a shift debrief with the on-coming staff before exiting.
- Must be able to communicate clearly and concisely in writing and verbal.
- Surveys areas for unauthorized persons, vehicles and monitors for fire.
- Ensures public remains out of hazardous property and areas.
- Informs and warns violators of rule infractions.
- Checks and ensures building are locked and secured.
- Attends training classes and seminars on security methods, techniques, safety, first aide, and related law enforcement activity.
- Performs other duties as assigned.

### **Minimum Qualifications**

- High School Diploma or GED.
- A minimum of six months' work experience in a security or related work environment preferred.
- Must be able to work flexible hours, weekends, Holidays and as requested.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

### **Knowledge, Skills and Abilities**

- Knowledge of safety operations and procedures, safety methods and practices.

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of security operations, principles and practices including investigation, patrol, communications, records community/public relations, and crime prevention.
- Ability to handle any altercation that occurs as instructor and per policy.
- Skill in observation techniques.
- Ability to work extended hours and various work schedules.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to follow instructions in verbal and written format.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to exercise independent judgment.
- Ability to enforce the laws fairly and impartially with due regard for the rights and safety of individuals and the preservation of property.
- Ability to use good judgment and foresight.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee occasionally is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

### **Work Environment**

Work is generally performed both in an inside setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground, in remote, steep, rugged, mountainous areas with unimproved dirt roads and trails. Situations may occur where prolonged sitting, driving, walking, or waiting is required. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required. There is frequent interaction with the public. Travel may be required.